

**MINUTES OF THE MEETING OF THE LIBRARY COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON THURSDAY, OCTOBER 10, 2019 AT 6:30 P.M. AT MAIN LOS  
ALTOS LIBRARY, 13 S SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Commissioners Bedard, Gee, R. Liu, Steinle, Wheeler

ABSENT: Commissioners Kiremidjian, Y. Liu

**PUBLIC COMMENTS**

None.

**ITEMS FOR CONSIDERATION/ACTION**

1. Approve minutes of the regular meeting of September 12, 2019

Action: Upon a motion by Commissioner Steinle, seconded by Commissioner Bedard, the Commission unanimously approved 5 – 0 the minutes of the September 12, 2019 Library Commission Meeting.

2. Reorganize to select a Chair and Vice Chair to serve through September 2020

Action: Upon a motion by Commissioner Steinle, seconded by Commissioner R. Liu, the Commission unanimously approved 5 – 0 to appoint Commissioner Bedard as the Chair of the Library Commission to serve through September 2020.

Upon a motion by Commissioner R. Liu, seconded by Commissioner Wheeler, the Commission unanimously approved 5 – 0 to appoint Commissioner Steinle as the Vice Chair of the Library Commission to serve through September 2020.

3. Review Commission Handbook and receive training

Action: None taken. Staff Liaison Chew reviewed the Commission Handbook with the Library Commission and provided basic training on the Brown Act, meeting process, and Commissioner/Staff Liaison roles and expectations.

4. Review work plan and select Commissioners to serve on subcommittees

Action: None taken. The Library Commission reviewed their work plan in preparation for their joint meeting with the Los Altos City Council scheduled for November 5, 2019. The Commission also selected Commissioners to serve on the 4 subcommittees. The breakdown was as follows:

Improve Infrastructure: Bedard, Gee, Wheeler

Improve Services: R. Liu, Y. Liu, Kiremidjian

Improve Awareness: R. Liu, Steinle, Wheeler

New Library: Bedard, Gee, Steinle

## INFORMATIONAL ITEMS

### 5. Update from County Staff

Deputy County Librarian Chris Brown presented the monthly update for Santa Clara County. He highlighted the following information:

- Silicon Valley Reads 2020
- New Deputy County Librarian – Jennifer Weeks
- Los Altos Passport Services
- Distinguished Author Series
- JPA Board Meeting
- Family Literacy Concerts
- Morgan Hill Groundbreaking

Community Librarian Marlene Iwamoto presented the monthly update for the Los Altos Library and Woodland Branch. She highlighted the following information:

- Los Altos Passport Services
- Program Highlights
- August Statistics for the Los Altos and Woodland Libraries
- Upcoming Events Calendar

### 6. Information from the Friends of the Library

Friends of the Library President Margaret Brooks reported that the November Book Sale was coming up. She also reported that they now have a sorting space. In addition, she also mentioned that the next Ad Hoc Subcommittee meeting would be held on October 25. Margaret also stated that the Friends of the Library now had a lease agreement with the City.

### 7. Update from NCLA/Redevelopment Task Force

NCLA Task Force Chair Cindy Hill reported that the Task Force is currently working on their influencer meetings and they are targeting to complete a minimum of 100 by November. She also reported that they are working to develop a survey and a timeline for public outreach.

### 8. Update from City Staff

Staff Liaison Jaime Chew announced that Recreation & Community Services had 2 upcoming special events: the annual Halloween Window Painting, and the Parks & Recreation Commission's Halloween Movie. She also reported that the City hosted a groundbreaking ceremony on Tuesday, October 8, 2019 at 10am.

## COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Steinle updated the Library Commission on the Friends of the Library item and status of the Ad Hoc Subcommittee.

## FUTURE AGENDA ITEMS

Work Plan

City Council Meeting Schedule

## **ADJOURNMENT**

Chair Bedard adjourned the meeting at 8:04pm.